



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890710-04

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date:	1. Agency Address GEORGIA BUREAU OF INVESTIGATION GEORGIA CRIME INFORMATION CENTER 3121 PANTHERSVILLE ROAD DECATUR, GA 30034	Application Number	89-076
Application Number		Date Received AUG 14 1989	Date Completed AUG 28 1989
2. Person to Contact ROBERT MORRIS		Working Title CHIEF, AFIS COMPUTER OPERATIONS SECTION	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		Telephone Number 244-2737	
4. Dates of Series Earliest 1988	Latest CONTINUING 1989	5. Records Series Title (followed by title used in office, if different) (GBI/AFIS Optical Disk Platters) Automated Fingerprint Identification System Optical Disks	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Crime Information Center maintains an automated fingerprint identification system for the State of Georgia. The system stores criminal fingerprints which are referenced by computer to identify an individual and record their criminal activity.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Conversion of fingerprints from paper documents to State of Georgia Automated Fingerprint Identification System. Conversion of these fingerprints from paper documents to optical disks. Included are: 29 optical disk platters.			
File is arranged: Platters are assigned volume numbers.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Referred to on demand: _____			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 4 platters/year			

YES NO 10. Questionnaire- (Place an "X" in the proper column)

X X a. Is this the official copy of the series?
If not, where is it? Master is kept on disk drive.

X X b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
OCGA 35-3-30, GCIC rules and regulations.

X X c. Is this a vital record?

X X d. Does this series have historical or long term research value?

na na e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

X X f. Is the information contained in this series ever published? If yes, attach copy.

X X g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?
If yes, attach copy.

X h. Is there a duplication of this series in your office, or in another office or agency?
If yes, where? GCIC Computer Room

na na i. Is this series (or a major portion of it) regularly microfilmed?

X i. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law _____ years. d. Audit period _____ years.

b. Statute of limitation _____ years. e. Administrative need Indefinitely years.

c. Federal law _____ years. f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area 3 month(s) _____ year(s); then as platters are filled.

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) * SEE BELOW

GCIC may require emergency access to a platter at any time 24 hours/day, 7 days per week, 365 days per year.

Media must be stored in a data vault which has temperature and humidity controls; air quality controls, halon fire protection, and security protection.

* Master optical disk platter held at GBI. Slave platter transferred to Fort Knox Secured Data, Decatur, GA.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert Hamrick</i>	7/6/89	<i>Margaret A. Jank</i>	7/6/89
89-0710-84		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved... (If disapproved, attach letter of explanation.)		Date	
89-076		State Auditor/Designee	8-28-89
		Secretary of State/Designee	8/24/89
		Governor/Attorney General/Designee	8/28/89